

## **CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION**

**Job Title: Police Major**

**Date: 1995**

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### **Purpose of Job**

The purpose of this job is to perform management, supervisory and administrative duties within an assigned division overseeing the functions and operations in accordance with all statues, laws, ordinances and regulations for which the Police Department is accountable. Duties include, but are not limited to: supervising and directing subordinate personnel; providing management support in planning, developing, interpreting and implementing various division policies, goals and objectives of the department; directing and monitoring civil/criminal investigations; developing detailed analyses of facts and information; analyzing crime trend data and developing strategies to reduce crime within the community; evaluating equipment needs and compiling reports; and maintaining and updating records for proper documentation.

### **Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

#### **Work Delegation:**

- Supervises, directs and evaluates assigned staff, handling employee concerns and problems, directing work, counseling, disciplining and assists in completing employee performance appraisals.
- Delegates assignments to subordinates; directs, expedites and reviews, either personally or through subordinate supervisors.
- Monitors daily activities of the section; distributes information and relays special instructions received.
- Assigns and transfers personnel; reviews and authorizes overtime and compensatory forms ensuring requirement not frivolous and was necessitated by emergency.
- Enforces all city and state codes, ordinances, laws and regulations, both traffic and criminal, in order to protect life and property and to prevent crime and promote security.

#### **Planning and Organizing:**

- Prepares work assignments; schedules training for subordinates; prepares for additional in-service training; schedules and conducts staff meetings.
- Prepares action plans for crime reduction and manpower loading reports; coordinates multi-zone assistance for unusual problems.
- Assists in preparing five year management plan; prepares, reviews and coordinates special programs and project development.
- Inventories office supplies and equipment; orders and maintains sufficient amount to ensure adequate units are available to perform daily tasks.

**Communication:**

- Responds to questions, complaints and requests for information by telephone or in person from community groups, merchants, the general public, consultants, outside agencies, news media, officers and employees, superiors, etc.
- Attends meetings to strategize on how to accomplish departmental goals; discusses operational and inter-precinct issues, problems and coordination with inter-agency managers and supervisors.
- May interview informants and witnesses to obtain information about crimes and violations to ensure successful completion of the case; may interrogate suspected individuals.
- Communicates with City Council members, attorneys and court personnel, fire and dispatch personnel, medical examiner, psychological and laboratory services, etc.; confers with medical professionals for victim, witness or suspect condition update.
- Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Contacts command/supervisory personnel by radio, telephone, pager/beeper, voice mail, etc., for emergency response and critical incident communications; discusses unit activities with supervisors.
- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

**Employee Development:**

- Develops training programs and curriculum; assists in establishing testing procedures for the testing of applicants and for promotions within the department.
- Establishes goals for employees on a regular basis; instructs and directs subordinates on proper procedures and protocol of the department.

- Assigns tasks to subordinates and monitors performance; provides technical assistance as needed.
- Reviews documents processed by subordinates to ensure accuracy; discusses errors which may arise and recommends method for corrective action.
- Makes field inspections of all personnel; inspects personnel for compliance to guidelines, uniform, etc.

**Administrative Duties:**

- Reviews and/or approves various reports, forms and requests, files and records including incident and grievance reports, discipline files, repair, training, off-day and vacation requests, payroll and personnel documents, etc.
- Maintains current field and code manuals, policy and procedures, employee handbooks, various maps, etc., for reference and/or review.
- Represents supervisor and/or substitutes for other supervisors and/or co-workers in temporary absence of same; performs flexible unit assignments as needed in emergency response; performs other administrative tasks as assigned.
- Reads literature to stay abreast of activities and projects of external agencies; reviews various trade and professional journals and publications.
- Attends meetings, seminars and training sessions as required to remain knowledgeable of departmental and city operations, to promote improved job performance and to stay current with changing state/municipal policies, procedures, codes and criminal/civil case law.

**Fiscal Responsibility:**

- Assists in preparing the annual budget and fiscal spending requirements; reviews precinct budget; sets priorities and makes cuts and revisions where necessary.
- Review and approve requisitions for recommended equipment, materials and supplies based on budget monies available and control guidelines.
- Maintains expenditures within the limits of the budget; monitors budget compliance for precinct.

**Problem Identification and Solution:**

- Evaluates equipment needs for the section based on crime patterns, calls for services, equipment serviceability and daily equipment inventory reports; ensures optimal deployment and accountability for zone/section physical resources.

- Identifies patterns and developing trends of crime activity by collecting and reviewing data; develops strategy to manage same.
- Identifies illegal drugs and hazardous materials; remains knowledgeable of prescription drugs.

**Productivity and Accountability:**

- Monitors and/or oversees details and progress of investigations into criminal activity, passive and aggressive violations against persons and property, illegal trafficking and possession violations and/or other activities associated with Criminal Investigations Division.
- Develops facts and detailed analyses of information in order to formulate thoroughly supportable conclusions; obtains substantial amounts of relevant information; gathers supporting evidence of alleged or suspected violations or of other matters within departmental jurisdiction.
- Enters/retrieves data to/from computer system including stolen property, investigation data, personal and criminal records check, arrest and wanted information, background and history information etc.; reviews crime statistics.
- May perform all other Police Major duties as required including monitoring and responding to calls for assistance, backing fellow officers, executing and serving warrants and subpoenas, investigating accidents and reported crimes, interviewing citizens, conducting searches, pursuing fleeing and subduing resisting suspects, effecting arrests, processing and transporting prisoners, etc.
- May assist with interdepartmental duties and city activities as needed which may include directing traffic, special escorts, crowd control, special projects, etc.
- Remains on-call 24-hours/7-days to handle emergencies.

**Equipment Use and Maintenance:**

- Operates a law enforcement vehicle, during day and/or night hours; inspects maintenance of vehicle prior to using and requests service and/or repairs as needed; operates and utilizes various radio devices for communications.
- May use specialized surveillance equipment including body wires, tape recorders, cameras, regular and night vision telescopes, etc.
- Utilizes and maintains weapons and equipment, including gun(s), nightstick, handcuffs, flashlight, etc., in functional and presentable conditions; performs firearm requirements at prescribed departmental levels.
- Operates a photocopy machine to copy and a facsimile machine to transmit and receive correspondence, documents and reports; uses a typewriter to complete forms and documents; uses a calculator to compile and compute numbers for reports and statistics.

- Operates a computer, printer, etc., to enter, store and retrieve data to prepare and produce reports, compose routine correspondence and disseminate information to others on the system; uses knowledge of various software programs in an effective and efficient manner.

**Record Keeping and Documentation:**

- Review daily time sheet and activity reports, vehicle maintenance requests, crime, offense, incident, accident, impound and clear-up reports; documents field interviews, arrest bookings, evidence and various other forms and documents.
- Maintains logs and statistics; prepares various periodic reports--weekly, monthly, quarterly and annual; reviews unit payroll.
- Composes and prepares correspondence, letters, memoranda and other documents associated with daily routine and Major duties; maintains files and records of same; review and approve maintenance requests for equipment needing service and/or repair.

**Interpersonal Relations:**

- Attends community meetings and assists with community activities, programs and crime prevention; interacts with citizens, business owners and the general public by giving information and advising of rights and process.
- Exchanges data with other agencies and technical experts providing specialized and complex data as required.
- Networks and interacts with personnel from other agencies and cities in an effort to exchange ideas in areas of mutual interest and to discuss emerging trends in city government and police services.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations.

**Marginal Job Functions**

- Performs other related duties as required.

**Knowledge of Job**

Has thorough knowledge of the principles, practices and procedures of the City, Police Department and the various department operations and functions. Has thorough knowledge of human relations/personnel management, financial, local ordinances and law enforcement and investigative practices, policies and procedures as necessary in the completion of daily responsibilities. Is able to develop and administer policies, procedures, plans and activities and to monitor performance of subordinates against measured established goals. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the City. Is able to develop and implement long-term goals for the department in order to promote effectiveness and efficiency. Has thorough knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Knows how to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to departmental and corrections/detention operations and activities. Is able to effectively communicate and interact with subordinates, elected officials, management, employees, members of the general public and all other groups involved in the activities of the City as they relate to the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgement and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations using statistical calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret reports and related materials. Is able to follow all pre-cautionary measures when dealing with suspects who are known to be dangerous. Is able to remain calm in emergency and/or life threatening situations.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

#### **OLD**

Bachelor's degree in Criminal Justice, Business/Public Administration or related field required, Master's degree

Preferred; three years experience as a Police Captain required; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities for this job. Must be at least 21 years of age, P.O.S.T. certified, licensed and qualified to operate a firearm, and possess a valid Georgia Driver's License.

#### **Proposed**

***This rank is a discretionary appointment and may be filled by any current sworn member of the Atlanta Police Department serving at the rank of Police Sergeant or above, who has a minimum of five (5) years of progressively responsible experience and, who, in the opinion of the Police Chief, has the ability to perform the job duties of the position to be filled in an exemplary manner. Must possess a valid Georgia driver's license.***

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of job related machines and equipment. Must be able to use body members to work, move or carry related objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of fifty to one hundred pounds.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability to speak and signal to people to convey or exchange professional information.

**LANGUAGE ABILITY:** Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures related to police work and law enforcement. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision; to acquire and be able to expound on knowledge of topics related to primary occupation.

**VERBAL APTITUDE:** Require the ability to record and deliver information such as in public speaking situation, to explain procedures, to follow verbal and written instructions.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret as may be appropriate.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape.

**MOTOR COORDINATION:** Requires the ability to coordinate body members in utilizing job related/law enforcement equipment (i.e., motor vehicles, firearms, handcuffs, office equipment, etc.) and in the physical act of performing arrest mechanics.

**COLOR DISCRIMINATION:** Require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of office/law enforcement equipment items. control knobs, switches, etc. Must have the ability to use one hand of twisting motion or turning motion while coordinating other hand with different activities. Must have eye/hand/foot coordination.

**PHYSICAL COMMUNICATION:** Requires the ability to speak (talking- expressing or exchanging ideas by means of spoken words), hear (hearing-perceiving nature of sounds by ear), and signal (using body members).